

## **LEGISLATIVE COUNCIL SERVICE**

### **Assistant Librarian**

#### **INTRODUCTION**

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico Legislature. The LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. The LCS is nonpartisan, and much of the agency's work is confidential. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

#### **SUPERVISION AND GUIDELINES**

Work is under general supervision of the senior legislative librarian. Guidelines include LCS policies, regulations and objectives; accepted library procedures and practices; and supervisory instructions.

#### **EXAMPLES OF WORK PERFORMED**

The assistant librarian performs tasks central to the acquisition, preparation, compilation and organization of materials that comprise the LCS library's print and online collection. The assistant librarian responds to research requests from legislators, legislative and state agency staff and the public. The work is assigned and reviewed by the senior legislative librarian.

The assistant librarian performs a wide variety of technical library tasks, including serials check-in and distribution; processing of supplements and updates to legal materials; data entry; compilation of records; shelving and filing of periodicals and newspaper clippings, both print and electronic (Sharepoint); collection and organization of session documents; preparation of materials for binding; sorting and shelving of books and reports; maintaining vertical files; and preparation and distribution of the daily email news alert. The assistant librarian may also participate in collection management and maintenance projects; be involved in planning and organizational tasks; and respond routinely to reference and research requests that require a command of library print and online resources, legislative history and procedure.

Tasks may change in response to developing technology.

#### **DISTINGUISHING CHARACTERISTICS**

The assistant librarian conducts day-to-day routine library work and related work as required.

## **MINIMUM QUALIFICATIONS**

High school graduation or successful completion of the General Educational Development test plus any combination of college education and library experience adding up to four years.

Fair knowledge of basic library operations, systems and procedures and of basic library and reference materials.

## **WORKING CONDITIONS**

Employees work in a professional office setting in the State Capitol. During legislative sessions, the LCS is open seven days a week, long hours are the norm and staff may be on call depending on session demands. Travel and additional hours are sometimes required, more so for interim committee staff.

Legislative employees are exempt from the Personnel Act and from the federal Fair Labor Standards Act. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS director for some of the additional time worked during session.

## **PHYSICAL REQUIREMENTS**

Employees work in a general office setting, and some lifting and carrying of files, boxes and computer equipment is common. Must be able to retrieve and re-shelve material from file cabinets and standard library shelves.